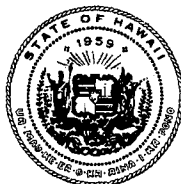


DAVID Y. IGE  
GOVERNOR



HAKIM OUANSAFI  
EXECUTIVE DIRECTOR

**STATE OF HAWAII**  
DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY  
1002 NORTH SCHOOL STREET  
POST OFFICE BOX 17907  
Honolulu, Hawaii 96817

BARBARA E. ARASHIRO  
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:  
20:CPO/166

May 20, 2020

TO: Interested Parties

FROM: Rick T. Sogawa   
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2020-25, Addendum No. 1  
Furnish Security Services at Various Properties Under Asset Management  
Project 34 on Oahu

This Addendum No. 1 is to: 1) amend the IFB; and 2) provide responses to written questions that were received at the Pre-Proposal Conference conducted by the Hawaii Public Housing Authority (HPHA) on May 13, 2020, up until May 15, 2020.

**Part I – Amendments to the IFB:**

1. **Amend Notice to Bidders as follows:**

Notice is hereby given that pursuant to Chapter 103D, Hawaii Revised Statutes, the Hawaii Public Housing Authority (HPHA) will be accepting sealed bids to **Furnish Security Services at Various Properties Under Asset Management Project 34 on Oahu**. Properties to include the following:

Asset Management Project	Property Name	Property Location
AMP <del>35</del> 34	Kalakaua Homes	1545 Kalakaua Avenue Honolulu, Hawaii 96826
	Makua Alii	1541 Kalakaua Avenue Honolulu, Hawaii 96826
	Paoakalani	1583 Kalakaua Avenue Honolulu, Hawaii 96826

2. **Amend** subsection V. Pre-Bid Conference and Site Inspection, page 3 as follows:

Interested bidders are strongly encouraged to attend a Pre-Bid Tele-Conference scheduled for 9:00 a.m. HST, Wednesday, May 13, ~~2019~~ **2020**. Bidders interested in attending the Pre-Bid Tele-Conference may contact the IFB Coordinator by Tuesday, ~~May 12, 2020~~, 2:00 p.m. HST for teleconference information. All interested bidders are strongly encouraged to attend the Pre-Bid Tele-Conference. Attendance at the Pre-Bid Conference is not required in order to submit a bid offer.

3. **Amend** subsection VI. Submission of Questions, page 4 as follows:

Interested bidders may submit written questions to the IFB Coordinator identified in Section III of this IFB. The deadline for submission of written questions is Friday, May 15, 2020. All written questions will receive a written response from the HPHA. The HPHA's response to written questions shall be issued in an addendum and sent to all registered interested bidders via mail, electronic mail, or facsimile not later than ~~Friday, May 15, 2020~~ **Wednesday, May 20, 2020**.

4. **Amend** subsection IX. Opening of Bids, page 5 as follows:

Sealed bids received by the due date and time shall be opened publicly. Public bid opening will commence at 10:00 a.m. HST, Wednesday, May 27, ~~2019~~ **2020** at the HPHA Contract and Procurement Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817.

5. **Amend** subsection XIX. Notice of Award, page 8 as follows:

1. Awarded to the responsive and responsible bidder submitting the lowest Grand Total Bid Price as stated on the Bid Offer Form. The Grand Total Bid Price is the sum of the 36-month Total Bid Prices for all properties to include ~~gate guard~~, roving patrol, special events, and administrative and/or judicial hearing hours as solicited. See Attachment 2. The unit bid price shall be inclusive of all administrative and personnel costs, applicable taxes, and any other costs incurred in the performance of the contracted services. A bidder shall submit a bid price for all services and complete the Bid Offer Form in its entirety to be considered responsive and eligible

6. **Amend** subsection II.8. Business Office, page 17 as follows:

The Successful Bidder shall have a permanent office where he/she conducts business will be accessible in person or via telephone during normal Hawaii State government business hours from 7:45 a.m. to 4:30 p.m. HST to address requests that require immediate attention. See Attachment 17 for ~~2019~~ **2020** and ~~2020~~ **2021** Hawaii State Government Observed Holidays. Answering services

are not acceptable. A permanent office location and phone number shall be stated in the Bidder's bid offer.

7. **Amend** subsection II.B.1, page 19 as follows:

1. The Successful Bidder shall be required to enter into a formal written Contract, Contract Based on Competitive Sealed Bids for Goods and Services, with the HPHA in accordance with the laws, rules and regulations of the State of Hawaii. See Attachments 3 – 40 8. The stated requirements appearing elsewhere in this IFB shall be incorporated and shall become part of the terms and conditions of the Contract.

8. **Amend** subsection II.D.Single or multi-term contracts to be awarded, page 21 as follows:

The initial Contract period shall commence July 1, 2020, ~~12:00 p.m. HST,~~ and end June 30, ~~2021 2020, 12:00 p.m. HST.~~

9. **Amend** subsection III.A.1.c., pages 25 – 26 as follows:

The ~~Successful Bidder~~ **HPHA** shall provide a Watchman Recording Device, Detex or equal and up to 36 check points which will control and monitor the rounds. The Successful Bidder shall be responsible for all costs and maintenance of the recording device. The HPHA reserves the right to change the locations **and/or decrease/increase** the number of check points due to unforeseen circumstances such as emergency situations or crime hot spots.

10. **Delete** subsection III.A.5.b.Equipment Requirements, page 30 as follows:

- ~~b. The Successful Bidder shall provide, where applicable, each roving patrol officer with a bicycle, any other applicable equipment, and be responsible for the maintenance of the bicycle and applicable equipment.~~

11. **Amend** subsection III.5.d.Equipment Requirements, page 30 as follows:

- d. The Successful Bidder shall provide each security officer a walkie-talkie **or similar** with hands-free capability. The Successful Bidder may also provide each security officer with a cellular phone or other appropriate means of communication, flashlight, and appropriate gear for inclement weather.

12. **Amend** subsection B.3.b.Payment, page 36 as follows:

- b. The Successful Bidder shall submit on a monthly basis, **or bi-monthly basis or as agreed by the HPHA**, one (1) original itemized invoice for services rendered to:

**13. Amend** subsection I. Bid Offer Form, page 40 as follows:

Submission of a bid offer shall also be regarded as a bidder's assurance that he/she is willing and able to begin services effective ~~May 1, 2019, 12:00 p.m. HST~~ **July 1, 2020**. The HPHA shall not consider bid offers from bidders who are unable to provide the specified services effective ~~May 1, 2019, 12:00 p.m. HST~~ **July 1, 2020**.

**14. Amend** subsection I. Bid Offer Form, page 41 as follows:

The successful bid shall be the lowest responsive and responsible Grand Total Bid Price as submitted on the Bid Offer Form. The Grand Total Bid Price is the sum of the 36-month Total Bid Prices for all properties to include ~~gate guard~~, roving patrol, special events, administrative and/or judicial hearing hours as solicited. See Attachment 2. Bidders shall submit a bid price for all line items and complete the Bid Offer Form in its entirety and conform to all requirements of the IFB to be considered responsive and eligible for award.

**15. Amend** subsection I. Bid Offer Form, pages 41 – 42 as follows:

Bidders are reminded to submit the following certifications and documentations along with the Bid Offer Form:

- ~~A. Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR#27;~~
- ~~B. Department of Commerce and Consumer Affairs, Certificate of Good Standing;~~
- ~~C. Hawaii State Tax Clearance Certificate;~~
- ~~D. Federal Tax Clearance Certificate;~~
- ~~E. A. Wage Certificate;~~
- ~~F. B. Corporate Resolution evidencing who is authorized to sign bid and contractual documents on behalf of the bidder;~~
- ~~G. C. Certification and Representations of Offerors, Form HUD 5369-C; and~~
- ~~H. D. Section 463-10.5, HRS License and Experience List for all security personnel assigned to work under the Contract. See Attachment 18 for sample submission format. The HPHA may request for proof of evidence to substantiate information provided on the License and Experience List as deemed necessary. Proof of evidence shall be submitted to the HPHA within two (2) business days upon request.~~

~~In lieu of providing separate certificates for items A, B, C, and D above, bidders may register via Hawaii Compliance Express (HCE), an online application at <http://venders.ehawaii.gov/hce/> and submit the HCE Certificate of Vendor Compliance instead.~~

**Part II – Written Questions and Responses:**

1. The Bid calls for 1 guard, However there are 3 buildings, is it one guard total or one per building for a total of 3 per shift?

**Response:**

Please reference subsection III.A.Service Activities, page 25 as follows:

The Successful Bidder shall provide one (1) security officer to conduct a roving foot patrol for Kalakaua Homes, Makua Alii and Paoakalani as one contiguous property. Services shall include:

Roving foot patrol tours seven (7) days a week including State holidays.  
The tentative work schedule shall be as follows:

Monday through Friday (One (1) security officer/shift)  
4:00 p.m. – 8:00 a.m. (16 hours)

Saturday and Sunday (One (1) security officer/shift)  
24 hours per day

State Holidays (One (1) security officer/shift)  
24 hours a day

2. What was the previous pay rate on the last contract?

**Response:**

The previous pay rate on the last contract is \$23.85/hour.

3. Would the HPHA entertain the use of a system that is not Detex? The system is expensive, obsolete and replacement wand cost in excess of \$800 per unit.

**Response:**

Please reference Part I – Amendments to the IFB, item no. 9 of this Addendum No. 1.

4. What was the last winning bids yearly cost?

**Response:**

The last winning bid's yearly cost was \$531,652.28.

5. Can we see the previous contract even though things have changed?

**Response:**

Request for the previous contract will be handled as a request for public information under the Freedom of Information Act. The HPHA will contact the appropriate party directly.

6. Will any special equipment be required by the Officer in Charge after the contract is complete?

**Response:**

No.

7. Will our supervisors be allowed on site to inspect the guards?

**Response:**

Yes.

8. Will company fleet vehicles be allowed on site for supervisor inspections?

**Response:**

Yes.

9. Is there parking, electricity, and storage space for the Officers and their equipment?

**Response:**

Yes.

10. Is there a guard shack or office for the officers to fill out reports?

**Response:**

Please reference subsection III.6.Facilities, page 31 as follows:

The HPHA shall provide restroom facilities, where possible, within the property and may provide space which may include electricity, internet access, and telephone.

11. The bid states the guard is to enforce traffic and speed limits, will any equipment or vehicles be a required for this?

**Response:**

No.

12. Quarterly meetings, can we have these scheduled out for our calendars before we start services?

**Response:**

The HPHA will work with the Successful Offeror in scheduling the quarterly meetings.

13. Would it be possible to be billed twice a month?

**Response:**

Please reference Part I – Amendments to the IFB, item no. 12 of this Addendum No. 1.

14. We have push to talk cellphones that operate on the first Responder network, would these be able to be used instead of walkie talkies

**Response:**

Please reference Part I – Amendments to the IFB, item no. 11 of this Addendum No. 1.

15. Is there addenda will be issue with the questions and answers?

**Response:**

Please reference Part I – Amendments to the IFB, item no. 3 of this Addendum No. 1.

16. How many copies are required with the original copy?

**Response:**

Please reference Section 3 Bid Offer Form and Instructions, page 40 as follows:

**I. Bid Offer Form**

The Bid Offer Form must be completed and submitted to the HPHA by the required due date and time and in the form prescribed by the HPHA. See Attachment 2. **Email and facsimile transmissions shall not be accepted.**

17. Who is the current incumbent?

**Response:**

Alii Security Systems, Inc,

18. When were they awarded the contract?

**Response:**

August 30, 2017

19. Copy of current contract?

**Response:**

Request for the previous contract will be handled as a request for public information under the Freedom of Information Act. The HPHA will contact the appropriate party directly.

20. Estimated usage (number of hours) of prior contract?

**Response:**

The estimated hours in the prior Contract is 5,696 for the roving patrol and 20 hours for the security personnel to appear at administrative/judicial hearing for the Initial 10-month period (7/1/2017 – 6/30/2018), 6,792 for the roving patrol and 20 hours for the security personnel to appear at administrative/judicial hearing Option Year 1 (7/1/2018 – 6/30/2019), and 6,792 for the roving patrol and 20 hours for the security personnel to appear at administrative/judicial hearing for Option Year 2 (7/1/2019 – 6/30/2020).

21. How many weekly/monthly/annually hours are required for this bid?

**Response:**

Please reference subsection III.A. Service Activities, page 25 and Section 5, Attachment 2 – Bid Offer Form of the IFB for hours required.

22. What is the current bill rate?

**Response:**

The previous pay rate on the last contract is \$23.85/hour.

23. Is the overtime rate lined in the contract?

**Response:**

Please reference subsection II.F.Bid Price, page 22 as follows:

The unit bid price shall be applicable to security services provided during and after business hours. The HPHA is not responsible for and shall not pay overtime pay resulting from the Successful Bidder's scheduling of employees.

24. What was the contract amount spent last year?

**Response:**

The contract amount expended from 7/1/2019 to 3/13/2020 was \$307,283.41.

25. Is there any minimum wage/pay?

**Response:**

Please reference subsection II.E.Statutory Requirements of Section 103-55, HRS, pages 21–22 as follows:

Prior to entering into a Contract in excess of \$25,000, an interest bidder shall certify that it complies with section 103-55, HRS, wages, hours, and working conditions for employees of the Contractor performing the services. Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Interested bidders are further advised that in the event of an increase in wages for public employees performing similar work during the period of the resulting Contract, the Successful Bidder shall be obligated to provide such increased wages.

Bidders shall complete, certify and submit the attached Wage Certification by which the bidder certifies that the services required will be performed pursuant to section 103-55, HRS. See Attachment 1.

Bidders are advised that section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Bidders are

further advised that in the event of an increase in wage rates to public employees performing similar work during the Contract period, the Successful Bidder will be obligated to perform wages not less than those increased wages.

The HPHA has determined that work to be performed under this Contract is similar to a Security Officer II classification under Bargaining Unit 3; therefore, the Successful Bidder shall be required to pay their employees the published prevailing State wages for work performed under the resulting Contract. At the release of this IFB, the published State prevailing basic hourly wage are as follows:

Classification	Pay Grade	Hourly Rate
		Effective 1/1/2019
Security Officer II	SR-15	\$19.10

26. Does the District abide by any City Live Wage Ordinances or just minimum wage? Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?

**Response:**

Please reference subsection II.E.Statutory Requirements of Section 103-55, HRS, pages 21–22.

27. Is there a desired page limit for the proposal submission?

**Response:**

Please reference Section 3.Bid Offer Form and Instructions, page 40 as follows:

**General Instructions for Completing Bid Offer Form**

- A. *Bid offers shall be submitted to the HPHA using the form prescribed in this IFB; do not alter the Bid Offer Form as provided in this IFB.*

Note: *Bid offers submitted using a re-created form, altered Bid Offer Form, or other forms may be rejected and deemed non-responsive.*

- B. *Bidders shall complete the Seal Bid Offer Form in its entirety. A written response is required for each item unless indicated otherwise.*

- C. *No supplemental literature, brochures or other unsolicited information should be included in the bid packet.*

See Attachment 19 - Bid Submittal Checklist.

**I. Bid Offer Form**

The Bid Offer Form must be completed and submitted to the HPHA by the required due date and time and in the form prescribed by the HPHA. See Attachment 2: **Email and facsimile transmissions shall not be accepted.**

If you have any questions, please call contact Rick Sogawa, IFB Coordinator at (808) 832-6038. Thank you for your attention to this matter.

